



**DEPARTMENT OF HUMAN SERVICES**  
**SENIORS & PEOPLE WITH DISABILITIES**  
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**AUTHORIZED BY:** \_\_\_\_\_

**Administrator**

**INFORMATION MEMORANDUM**

**SPD-IM-02-060**

**Date: October 22, 2002**

**TO:** Area Agency on Aging Directors CHS SDA Managers  
CHS/AAA Field Managers and Staff CHS SDA Assistant Managers  
SPD Managers and Staff CHS Central Office Managers

**SUBJECT:** Integrated Food Stamp Training

**INFORMATION:** As part of the ongoing DHS integration, CHS, CAF and SPD have collaborated to create a new, consolidated Food Stamp class. This 3-day course, designed to cover the basics of FS eligibility for new workers, is now on the 2003 training schedule.

**Food Stamp Basics** covers the fundamentals of financial and nonfinancial eligibility, categorical eligibility and computer coding. Modules on Medical Deductions, OFSET/Student Requirements and Non-citizens will be available to staff serving those specific client populations. The schedule for the modules will be available on the On-line Training Registration System by the end of November 2002.

By integrating the SPD/CAF Food Stamp training, more classes will be available to CHS/AAA field staff. We believe that offering an integrated FS class enhances and supports DHS integration efforts while providing more flexibility for staff to schedule FS training.

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